

The logo for the State of Connecticut Job Posting. It features the words "State of Connecticut" in a blue, serif font, with "JOB POSTING" in a larger, bold, blue, serif font below it. The text is set against a light blue background with a yellow horizontal bar at the top.

DEPARTMENT OF ADMINISTRATIVE SERVICES
JOB OPPORTUNITY
Executive Secretary
Office of the Chief Information Technology Officer

PLEASE FOLLOW THE SPECIFIC APPLICATION FILING INSTRUCTIONS AT THE BOTTOM OF THIS PAGE!

Open To: Open to the Public

Location: 55 Farmington Avenue, Hartford, CT

Job Posting No. 328

Hours: 40 Hour Work Week

Salary: \$56,247 (SE-01)

Closing Date: October 10, 2014

The Department of Administrative Services is seeking a results-oriented team player with good leadership, communication and interpersonal skills for an Executive Secretary position assigned to the Bureau of Enterprise Systems and Technology/CIO in Hartford. This position will report directly to the Chief Information Officer.

The duties for this position include:

- Performs a variety of administrative or executive support tasks that are highly confidential and sensitive.
- Coordinates office management activities for the CIO.
- Researches, compiles, assimilates, and prepares confidential and sensitive documents, and briefs the CIO regarding content.
- Reads and screens incoming correspondence and reports; makes preliminary assessment of the importance of materials and organizes documents; handles some matters personally and forwards appropriate materials to the CIO and staff.
- Receives and screens incoming calls and visitors, determines which are priority matters, and alerts the CIO accordingly. Makes referrals to appropriate staff or provides requested information.
- Composes letters and memoranda in response to inquiries.
- Acts as liaison between the CIO, subordinates or others, by transmitting directives, instructions and assignments and following up on the status of assignments.
- Produces a variety of documents, charts, and graphs in final form.
- Updates CIO on status of issues before scheduled meetings.
- Prepares agenda and collects materials for meetings, speeches, and conferences; takes minutes and keeps records of proceedings.
- Plans and coordinates arrangements for professional conferences.
- Reviews, proofreads, and edits documents.
- Takes and transcribes dictation on technical and confidential matters from the CIO.
- Coordinates and facilitates the CIO's calendar to arrange appointments, meetings, and conferences.
- Compiles and maintains records, statistical information, and reports.
- Establishes and maintains various filing and records management systems.
- Makes travel arrangements; prepares itineraries; prepares, compiles and maintains travel vouchers and records.
- Operates standard office equipment.
- Tracks CIO's direct report vacation request and time approvals.

- Performs related work as assigned.

Preferred Skills:

An understanding of the information technology (IT) services and solutions in which BEST (Bureau of Enterprise Systems and Technology) provides to state agency customers.

Application Instructions: Interested and qualified candidates who meet the above requirements should submit a cover letter, a resume, a State Application (HR-12), and the last two service ratings to:

**DEPARTMENT OF ADMINISTRATIVE SERVICES
ATTENTION: LORRAINE VITTNER
55 Farmington Avenue
HARTFORD, CT 06105
Fax# (860 622-2617)
lorraine.vittner@ct.gov**

AN AFFIRMATIVE ACTION/EQUAL OPPORTUNITY EMPLOYER

The State of Connecticut is an equal opportunity/affirmative action employer and strongly encourages the applications of women, minorities, and persons with disabilities.